

# Operator's Lesson Plan

## Canadian Files

### I. Introduction

1. NLETS supports a computer-to-computer interface to Canada for the purpose of exchanging criminal justice and criminal justice related information. Through this interface, a variety of information is available. Information is provided from several sources. The Canadian Police Information (CPIC) similar to FBI/NCIC provides information on “Hot Files”, vehicle registrations and driver’s registrations. Two territories do not maintain their own vehicle registration and driver license files.
2. Those provinces that maintain their own files provide their vehicle registration and drivers license information. The driver license status information is received from CPIC.
3. CPIC has confidentiality and dissemination policies regarding the use of this information.
4. “Information contributed to, stored in, and retrieved from CPIC is supplied in confidence by the originating agency for the purpose of assisting in the detection, prevention or suppression of crime and in the enforcement of law. This information must be protected against disclosure to unauthorized agencies or individuals.”

For further information on dissemination policies see Chapter 24, of the NLETS Operating Manual.

### II. Objectives

Upon completion of this lesson, the user will be able to answer test questions related to the NLETS interface functions to the Canadian Files.

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## III. Stolen Vehicle File

This information is provided by the Canadian host system. When all the information has been confirmed on the vehicle inquired upon and the information is current and correct, the vehicle can be detained and/or impounded pending specific instructions from Washington INTERPOL and/or the Canadian agency that entered the Vehicle. The locating agency should immediately contact Washington INTERPOL for further instructions regarding the vehicle.

There are four (4) types of responses that can be received from the Vehicle File From CPIC:

- (1) Stolen Vehicle
- (2) Crime
- (3) Abandoned (ABAN or ABANDONED).
- (4) Pointer – (PNTRV or POINTERVEH).

### A. Stolen Vehicle Inquiry Format (VQ)

**Omnibix Force**

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

**QUERY STOLEN VEHICLE (VQ)**

**USER DATA**

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

**AGENCY/CASE DATA**

Originating Agency Code (ORI)  Canadian Province Codes

Canadian Reason Code (RSN)  Person or Property Sighted (PPS)

Optional Control Field

**VEHICLE DATA**

Vehicle ID Number (VIN)

**LICENSE PLATE DATA**

License Plate Number (LIC)

Command:

FOX-PRIM T DPS21 TRN21 LOG 0 Message 13:07

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## Agency/Case Data

1. Canadian Province Code
  - a. Required.
  - b. Must be a valid NCIC code for the Province.
2. Canadian Reason Code (RSN)
  - a. Required.
  - b. N- Narcotics, F – Fraud, V – Violent Crimes, T – Traffic, S– Theft and H – Humanitarian.
3. Person or Property in Sight (PPS)
  - a. Required.
  - b. Y – Yes, N – No.

## Vehicle Data

1. Vehicle ID Number (VIN)
  - a. Canadian Province Code – “CN” when inquiring on a VIN only.
  - b. Enter a maximum of twenty alpha and/or numeric characters.

## License Plate Data

1. License Plate Number (LIC)
  - a. License plate number.
  - b. Enter up to ten valid characters in this field. "UNK", "UNKN", or "UNKNOWN" are not allowed.

## IV. Positive Hit Response

In the event of a positive hit response, the inquiring agency must confirm the hit with the entering agency. The hit must be handled in the same manner as a “positive hit” received through IDACS or NCIC. A “YQ” is to be used when sending to Canada. Insert “NONE” in the NIC field.

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## V. Driver's License File

A Driver's License check will also generate a Wanted Person (WQ) check by Name and DOB.

### B. Drivers License Inquiry Format (UQ)

**QUERY DRIVERS LICENSE (UQ)**

**USER DATA**

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

**AGENCY/CASE DATA**

Originating Agency Code (ORI)  Canadian Province Codes

Canadian Reason Code (RSN)  Person or Property Sighted (PPS)

Optional Control Field

**PERSON DATA**

Name (NAM)

Date of Birth (DOB)  Sex (SEX)

Operator's License Number (OLN)

Command:

FOX-PRIM T DPS21 TRN21 LOG 0 Message 13:10

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### Person Data

1. Name (NAM)
  - a. Required.
  - b. Last Name, First Name, space, Middle Initial or Middle Name.
2. Date of Birth (DOB)
  - a. Required.
  - b. MMDDYYYY.
3. Sex (SEX)
  - a. Required.
  - b. M – Male, F – Female.

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4. Operator's License Number (OLN)
  - a. Must not be more than twenty alphanumeric characters.

## VI. Vehicle Registration File

An inquiry into the vehicle registration file through Canada will result in a check of the province/territory registration and CPIC's vehicle file. The LIY and LIT are not used.

### C. Vehicle Registration Format (XQ)

**Omnibx Force**

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

**QUERY VEHICLE REGISTRATION (XQ)**

**USER DATA**

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

**AGENCY/CASE DATA**

Originating Agency Code (ORI)

Canadian Reason Code (RSN)

Optional Control Field

Canadian Province Codes

Person or Property Sighted (PPS)

**VEHICLE DATA**

Vehicle ID Number (VIN)

**LICENSE PLATE DATA**

License Plate Number (LIC)

Command:

FOX-PRIM T DPS21 TRN21 LOG 0 Message 13:11

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## VII. The Canadian Criminal History Index

The "IQ" inquiry is used when an agency does not have the FPS Canadian identification number. A response from this type of inquiry will give personal identification information of one or multiple responses on a individual. Once it has been determined what record is to be viewed a "FQ" transaction will be required to obtain the full criminal history.

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## D. Canadian Criminal History Index Format (IQ)

**QUERY CANADIAN CRIMINAL HISTORY INDEX (IQ)**

**USER DATA**

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

**AGENCY/CASE DATA**

Originating Agency Code (ORI)  Optional Control Field

Attention of Recipient (ATN)

Purpose Code (PUR)  Request Additional Records (RAR)

Reason (RSN)

**PERSON DATA**

Name (NAM)

Date of Birth (DOB)  Sex (SEX)

Command:

FOX-PRIM T DPS21 TRN21 LOG 0 Message 13:37

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### Agency/Case Data

1. Purpose Code (PUR)
  - a. Required.
  - b. J – Criminal Justice Employment, C – Criminal Justice Purposes, D – Domestic Violence/Stalking, F – Firearms Sales, H – Housing Authority.
2. Request Additional Records (RAR)
  - a. This field may used to request additional records. This request will return three records that achieve the highest score. If there are more than 3 records from the request, the additional records may be requested by using this field.  
Ex: if 07 is entered in the RAR field then the first 7 records (For further explanation of the RAR field. See the NLETS Manual Section 24.13 Criminal History File.)

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## VIII. Full Criminal Record Query

This inquiry is to be used when a response is received from the IQ inquiry and the FPS is known.

### E. Canadian Criminal History Record Format (FQ)

The screenshot shows the 'Omnibxx Force' application window. The title bar reads 'Omnibxx Force'. The menu bar includes 'File', 'Forms', 'Edit', 'Comm', 'Options', 'Tools', 'Windows', 'Links', and 'Help'. The toolbar contains icons for 'Transmit', 'Message Window', and 'Message Log'. The main window displays a form titled 'QUERY CANADIAN CRIMINAL HISTORY RECORD (FQ)'. The form is divided into two sections: 'USER DATA' and 'AGENCY/CASE DATA'. The 'USER DATA' section includes fields for 'User ID (UID)' (containing 'TRN21'), 'Password Field (PWD)', 'Entering Agency (ENT)', and 'Requestor (RQR)'. The 'AGENCY/CASE DATA' section includes fields for 'Originating Agency Code (ORI)' (containing 'JNISP0000'), 'Optional Control Field', 'Attention of Recipient (ATN)', 'Purpose Code (PUR)' (containing '...'), 'Canadian Identification Number (FPS)', and 'Reason (RSN)'. At the bottom of the window, there is a 'Command:' field and a status bar showing 'FOX-PRIM', 'T', 'DPS21', 'TRN21', 'LOG', '0 Message', and '13:36'. The Datamaxx logo and 'Leading Law Enforcement Technology' are visible in the bottom right corner.

### Agency/Case Data

1. Canadian Identification Number (FPS)
  - a. Required.
  - b. This field has a maximum of seven characters. It is an identification number based on fingerprints and is assigned by the RCMP.
2. Reason (RSN)
  - a. Required.
  - b. Define specific reason for inquiry, or, Case number, CAD number, Incident Number.

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## IX. Canadian Help Files

Help files have been designed to help assist with accessing information from the Royal Canadian Mounted Police (RCMP).

### F. Canadian Province Help Files Format (AM)

The screenshot shows the Omnibxx Force software interface. The main window is titled "CANADIAN PROVINCE HELP FILES (AM)". It contains two main sections: "USER DATA" and "AGENCY/CASE DATA".

**USER DATA:**

- UserID (UID): TRN21
- Password Field (PWD): [Empty]
- Entering Agency (ENT): [Empty]
- Requestor (RQR): [Empty]

**AGENCY/CASE DATA:**

- Originating Agency Code (ORI): INISP0000
- Canadian Province Codes: CN
- Canadian Help Subjects: [Empty]
- Optional Control Field: [Empty]

At the bottom of the window, there is a "Command:" field and a status bar showing "FOX-PRIM", "T", "DPS21", "TRN21", "LOG", "0 Message", and "13:36". The Datamaxx logo and "Leading Law Enforcement Technology" are visible in the bottom right corner.

### Agency/Case Data

1. Canadian Province Code
  - a. Required.
  - b. Must be a valid NCIC code for the Province.
2. Canadian Help Subjects
  - a. Required.
  - b. Enter three (3) letter code.